



**AMERICAN EMBASSY  
MANILA**

# **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 2009-022**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply Clerk (GSO/P&S), LES-6; FP-8  
(This position is budgeted for the Local Compensation Plan)

**OPENING DATE:** March 18, 2009

**CLOSING DATE:** April 01, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** ₱ 330,895.00/annum (Starting salary)  
LES-6; FP-8

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking an individual for the position of Supply Clerk in the General Services Office/Property and Supply Unit (GSO/P&S), Seafront Compound.

## **BASIC FUNCTION OF POSITION**

Assists the Storekeeper in receiving all non-expendable and expendable supplies for State and other agencies supported by ICASS. Assists and ensures that acquisitions are kept with terms and specifications on the purchase orders and call slips. Signs the delivery receipts and sales invoices. Assists in unloading shipments from 20 and 40 containers received from vendors. Distributes personal effects to concerned offices. Classifies and makes copies of all Receiving and Inspection Reports for distribution. Prepares transmittal forms and records all receiving reports for submission to Financial Management Center. Assigns property numbers for all non-expendable properties. Coordinates with other sections regarding procurement, deliveries, and shipment issues. Operates forklift and other equipments. Performs other duties as directed by the Property Supply Officer and Supply and Administrative Supervisor.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary education is required.
2. One year of progressively responsible experience in the receiving function, warehousing, or storekeeping is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading English and Tagalog language is required.
4. Working knowledge of State Department regulations in receiving, storekeeping, NEPA item code, procurement specifications, warehousing methods and practices are required.
5. Must possess excellent interpersonal skills. Must have the ability to write reports on receiving operations and activities. Must be skilled in Microsoft office suite. Must have demonstrated ability to effectively accomplish tasks requiring a high degree of accuracy and attention-to-detail.
6. Must have demonstrated the ability to work quickly and accurately under continuing pressure and extended hours. Must have demonstrated the ability to set priorities and make mature, considered judgments.
7. Must know how to operate a forklift.

## **SELECTION PROCESS**

For sensitive State Department positions requiring a security clearance, U.S. Citizen Eligible Family Members (AEFM's) will be given first consideration, in accordance with USG policy. Otherwise, when equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address each of the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold appropriate security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612); or a current resume or curriculum vitae that provides the same information as an OF-612; <http://manila.usembassy.gov>; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
1201 Roxas Boulevard, Manila 1000

E-mail: [mnlper@state.gov](mailto:mnlper@state.gov) (please send as an MS Word attachment)

Fax: 301-2399 attention to HR Office.

**Drop-Off: Walk-in applicants are not entertained. Please specify in your application the position for which you are applying.**

For further information regarding the above position, please call 301-2000 x5169 or visit our website at <http://philippines.usembassy.gov>.

## **DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or

2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: April 01, 2009**

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved:HR:GLWebster

Cleared:GSO/P&S - Mr. Joseph W. Vasquez

Cleared:FMC- Ms. Vivian Lesh

Drafted:HR:JSA/wel